

100 Series Workplan

Milestone	Week of 4-21	Week of 4-28	Week of 5-12	Week of 5-19	Week of 5-26	Week of 6-2	Week of 6-9	Week of 6-16	Week of 6-23	Week of 6-30	Week of 7-7	Week of 7-14	Week of 7-21	Week of 7-28	Week of 8-4	Week of 8-11	Week of 8-18	Week of 8-25	Month of 9- 2003
100 Series Content Recommendations and Strategy																			
	4/30/03																		
Draft course recommendations	4/20/03																		
Discuss recommendations with team	4/22/03																		
Draft overall context explanation for Series		4/28/03																	
Discuss progress with Anne -- review approach		4/29/03																	
Submit draft curriculum to advisors for review		5/2/03																	
Collect input from advisors on draft curriculum			5/14/03																
Summarize advisor input and share with Anne				5/21/03															
Review with Kay & Jeff Baker						6/2/03													
100 Series Deployment Plan																			
	6/30/03																		
Draft communications plan (including schools)				5/20/03															
Team submits success factors and related initiatives (plus their impact on this project)									6/23/03										
Outline packaging/delivery options						6/4/03													
Document deployment approach						6/4/03													
Conduct budget meeting					5/29/03														
Meet with Beth regarding web page options						6/4/03													
Produce paper-based web page prototype																			
Conference call with team							6/9/03	6/16/03	6/23/03		7/7/03								
Review with Anne											7/7/03								
100 Series Draft Curriculum																			
	8/15/03																		
Develop course listing with learning objectives																			
Define packaging/delivery strategy																			
Implement communications plan																			
Conference call with team																			
Review with Anne																			
100 Series Course Design and Development Plan																			
	9/30/03																		
Produce final 100 Series curriculum																			
Create training plan for future design/develop.																			
Draft recommended timeline for development																			
Create conceptual description for future series																			
Conference call with team																			
Review with Anne																			